



Derbyshire County Cricket Club HR and Wellbeing Manager – 25 hours per week

Derbyshire County Cricket Club is seeking an experienced HR professional to join their enthusiastic and dedicated off field team.

Reporting to the Chief Executive, the ideal candidate will have extensive HR generalist experience and be able to demonstrate that they are competent to support and coach managers and lead on Player and Staff Wellbeing, Safeguarding, Equality, Diversity and Inclusion and day to day HR responsibilities.

Role requirements;

- Support the development of strategies to ensure a safe and positive place to work
- The development, monitoring and review of Equality, Diversity & Inclusion policies and strategies
- Support continuing improvement in safeguarding, working with the County's designated safeguarding officer providing support to all within the organisation.
- Undertake recruitment and selection processes for all roles across the business including temporary staff for our busy summer period.
- Actively contribute to the development and implementation of HR initiatives aimed at improving people management and business performance.
- Provide guidance and practical expertise to line managers on policy-related issues to ensure the best performance of both their team and the individuals within
- Manage, prepare and complete player and staff contracts
- Manage any employee relations in-line with the company's policies and recent employment law guidelines.
- Day-to-day management of all HR activities and key initiatives, such as absence management, performance management, training and inductions,
- All required HR Administration.
- Maintaining accurate employee records.
- Ensure HR Department compliance with GDPR

Knowledge and applied skills;

- Working knowledge of the functional areas, as above, through experience and training
- Likely to have minimum 2-5 years' business experience
- CIPD qualification or equivalent professional experience

Desirable skills and experience;

- Excellent communications skills – written and oral
- A keen eye for detail
- Highly organised
- Ability to work in a fast-paced environment
- Able to prioritise workloads
- Flexible attitude and willingness to be hands on
- Strong IT skills

What we can offer you;

- This is a part time role, Monday - Friday (daily specific hours open for discussion), 25 working hours per week
- Some limited weekend and evening working maybe required based around the schedule of major events and match days, but the dates are advised in advance and a lieu time system is in operation.
- Base salary £32,000 - £35,000 per annum pro rata, depending on experience
- 25 days paid annual leave (pro rata) per annum
- Company pension scheme
- Two complimentary tickets to every Derbyshire CCC match

What you should do to apply

Interested candidates should email an up-to-date CV and covering letter to jobs@derbyshireccc.com

The closing date for applications is **Friday 14 May**